

### **0310.02 Use of Interdepartmental Mail System**

Issued January 6, 1997

**SUBJECT:** Use of the Interdepartmental Mail System  
**APPLICATION:** Executive Branch Departments and Sub-units located in Lansing, or served by an Intrastate Mail-run or through the Detroit Sub-station, and the Judicial and Legislative Branches of State Government.  
**PURPOSE:** To specify the procedures for proper use of the Interdepartmental (I.D.) Mail System in transporting items to, from and between Executive Branch Departments and Sub-units, the Judicial and Legislative Branches of State Government.  
**CONTACT AGENCY:** Department of Management and Budget (DMB) - Acquisition Services, Logistics Division, Transportation Services  
General Services Building, Secondary Complex  
7461 Crowner Dr.  
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**SUMMARY:** In general, any item not prohibited by law from being in the mail system, other than exceptions noted in this procedure, can be sent I.D. Mail.

I.D. Mail may be used by only State Government agencies and only for State Government communications. Personal use of the system is prohibited. Examples of items that may not be mailed through the I.D. Mail System: chain letters, religious materials, literature or materials used to promote any private organization, club or union, political, league (bowling, golf, etc.) schedules or standings. In addition, the system is not be used to solicit or sell commodities or to provide an individual financial gain. It is not be used for sending or receiving personal mail. It is only for use on State business.

Agencies must obtain approval from Logistics-Mail Distribution prior to mailing any of the following:

- Chemicals, poisons, or biological materials
- Flammable Materials
- Firearms or ammunition
- Liquids
- Fragile Items
- Perishables

If approval is given for shipment of these items, proper packaging and identification must be provided.

**APPLICABLE FORMS:** DMB-529, Interdepartmental Mailing Receipt.

## PROCEDURES

### General Information:

- Items to be mailed: Nearly any type of mail or materials may be processed through the system, as long as these items are deemed necessary in the conduct of State business. Examples are: letters, forms, reports, magnetic tapes, publications, packages and supplies.
- Larger items such as furniture, equipment and multiple box shipments should be handled through the Freight Delivery System. Arrangements should be made for the transport of larger items by calling Logistics-Regional Distribution.

### Agency:

- Must clearly address on each item a specified department, division/section, location (building or street address) and individual. The address also may include the floor and room number, if necessary. Agency mail intended for outstate mail-run locations also should carry the street address and city, as well as the appropriated mail - run designation (i.e. Detroit Run, Flint/Saginaw Run, etc.). A complete list of all locations served by I.D. Mail is available by contracting Logistics-Transportation Services.
- Should use I.D. Mail envelope for items to be mailed through this system. These envelopes come in 4 different sizes and are designed to be used many times over. By using these envelopes, departments will save on the cost of purchasing 1-time use envelopes. Also, these envelopes readily identify this mail for shipment through the I.D. Mail system.
- Can obtain security for items mailed through the I.D. system by use of the Interdepartmental Mail Receipt, DMB-529. This form should be used on items which have monetary value, are irreplaceable by nature or where a receipt is required as a matter of record. These forms are available through Logistics-Materials Management, and instructions for use are printed on each form. Cash should never be sent through the I.D. system without a DMB-529 completely filled out and attached to the mailing container (envelope, cash bag, etc.) and without prior notification being given to the Logistics-Transportation staff.  
On request, special arrangements can be made for transport of daily cash receipts to the Department of Treasury for deposit.

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